

AUTHORIZATION FOR CRIMINAL HISTORY RECORD CLEARANCE

INSTRUCTIONS

DHS 1645

PURPOSE:

DHS 1645 shall be completed by individuals who are requesting and authorizing the release of criminal history records through fingerprinting and/or a name check via the Hawaii Criminal Justice Information System (CJIS). The individual completing this form authorizes the Department of Human Services (DHS) or its designee to conduct a background check and to release the results to the requesting individual or agency as specified by the individual, for the purpose of determining the individual's qualifications to work and/or care for children and/or disabled and aged adults.

COMPLETION OF THE FORM: PRINT LEGIBLY IN BLACK INK OR TYPE ALL ENTRIES.

DHS or its designee shall return the form for clarification if entries are unreadable.

Page 1:

1. *Check only one* of the programs at the top of the DHS 1645 as it applies to your application for employment, licensure, certification, or to become a volunteer.

The requesting agency should check the appropriate box. If no box is checked and you are not sure which box should be checked, ask the requesting agency which box should be checked.

2. **FBI Fingerprinting Clearance and/or Hawaii Criminal Justice Information System (CJIS) Name Check boxes:** *Check* the appropriate box(es) in this section as follows:
 - **FBI Fingerprinting Clearance:** *Check* this box if this applies to you;
 - **CJIS Name Check:** *Check Initial* box if this is the first time you are requesting a Criminal History Clearance; OR *check Recertification* box if you are requesting a recertification.

For CCFH/CMA and ADULT DAY CARE CENTER ONLY: *Check ONLY* the FBI Fingerprinting Clearance box. CJIS Name Checks are the responsibility of the requesting individual. Requests for CJIS Name Checks are NOT to be sent to DHS or its designee for completion.

3. **Requesting Individual or Agency:** *Enter* the name and mailing address of the person or agency that is to receive the results of the background check.
4. *Enter* your name, maiden name and any other names (aliases) you have used in the past.
5. *Enter* all other requested information. This information should match your picture identification information. Please ensure that your picture identification has not expired.
6. **Authorization to release information:** *Read* the information within the box and *enter* the date or the event when you wish the authorization to expire. Note that the authorization will expire one year from the date you sign the form if no date is included. *Sign and date* the form at the bottom of page 1 in the spaces provided.

Page 2:

1. *Check* the appropriate box to indicate whether or not you have been convicted of a crime. If you have been convicted of a crime, list the date(s), place(s) of conviction, offense(s), and your sentence(s) and/or fine(s) in the boxes provided.
2. *Print* your full name and *enter* your birth date. *Sign and date* this section to verify that the information provided about any convictions is complete and true.
3. When ONLY the CJIS Name Check is being requested, *mail or FAX* the completed DHS 1645 to DHS' designee:
Insights to Success, Inc. (ITS)
P. O. Box 1290
Honolulu, Hawaii 96807
FAX #: 532-8331
4. When the FBI Fingerprinting Clearance is being requested:
 - a. *Call* ITS to make an appointment to be fingerprinted. **ITS telephone numbers:**
Oahu: 532-8322
Neighbor Islands: (877) 532-8322
 - b. Appointment sites are at various locations and will be explained to you by ITS. ITS will attempt to make an appointment for you at a location that is convenient for you.
 - c. Make only one appointment for each person. The ITS Call Center has a tracking method to determine if the same person makes appointments at different sites and at different times. The ITS Call Center will not accept more than one appointment per person.
 - d. When you make the appointment, you will be asked if you have completed the DHS 1645, "Authorization for Criminal History Record Clearance." If you have not completed the DHS 1645, you will need to do so. If you need a copy of the DHS 1645, call the agency that asked you to be fingerprinted or download the form from the DHS website: <http://hawaii.gov/dhs/backgroundcheck>
 - e. You will be given the location, date and time of your appointment by ITS. Please bring the following to your appointment: 1) the completed DHS 1645 form; 2) your payment for the fingerprinting, if required; and 3) a picture identification that **has not expired**.
 - f. For the programs where payment is required, payment must be in the form of a cashier's check or money order, made out to the **Hawaii Criminal Justice Data Center**. Ask the agency that is requiring you to be fingerprinted for the payment amount that applies to you.
 - g. Please arrive on time for your appointment. Individuals may be scheduled close to one another. If you miss your scheduled appointment time, you will have to re-schedule your appointment.

- h. *Present* your completed DHS 1645, your picture identification, and payment to ITS. You will receive a receipt for your payment and a copy of the completed DHS 1645 for your files.

DHS OR ITS DESIGNEE RESPONSIBILITY: In the "FOR OFFICIAL USE ONLY" section on page 2:

1. **FOR DHS/SSD/CWS ONLY:** For programs with an asterisk (*) on the top of page 1:
 - a. ITS shall *complete* the FBI Fingerprinting Clearance only by *checking* the appropriate box(es) and *entering* the date the fingerprint results were obtained.
 - b. ITS shall not complete the CJIS Name Check.
 - c. ITS shall *send* the ORIGINAL DHS 1645 and fingerprint results to CWS FHLU.
 - d. CWS FHLU shall *complete* the CJIS Name Check by *checking* the appropriate box(es) and *entering* the date the CJIS Name Check results were obtained.
 - e. CWS FHLU worker shall *enter* the worker's name, phone number, and the date the clearance(s) was completed.
 - f. CWS FHLU shall *mail* a photocopy of the completed DHS 1645 to the requesting agency and *file* the ORIGINAL form for future reference.
2. **FOR ALL OTHER PROGRAMS, ITS shall:**
 - a. *Complete* the FBI Fingerprinting Clearance and/or the CJIS Name Check Clearance sections by *checking* the appropriate box(es) indicating the results of the clearances and *entering* the date the results of the fingerprinting and/or the CJIS Name Check were obtained.
 - b. *Enter* the name of the worker completing the clearance(s) and the worker's phone number.
 - c. *Enter* the date the clearance(s) was completed.
 - d. *Retain* the ORIGINAL completed DHS 1645 and *file* for future reference.
 - e. *Mail* a photocopy of the completed DHS 1645 to the requesting individual or agency.

FORM SUPPLY:

DHS 1645 shall be photocopied as needed or may be downloaded from the DHS website:
<http://hawaii.gov/dhs/backgroundcheck>